







## User Manual

This covers the information regarding the user manual to aid users on how to navigate the system.

Guide for Admin/Organizers	
<ul style="list-style-type: none"><li>• After logging in, you will see a dashboard or calendar with the total number of events created in the system <b>EVENTS CREATED: 11</b>. The dashboard also displays past, current, and future events.</li><li>• The list of events module contains events that have been created. You can create new events as well as view, edit, and delete existing ones.</li><li>• To print the score of an event, navigate to the list of events module, click the view  button, then the view results  <b>VIEW RESULT</b> button, scroll down, and then click the print result  <b>PRINT RESULT</b> button.</li><li>• How to create an event? Before you continue creating an event, it is advised that the user's accounts, participants, and criteria have been all set.</li><li>• To create a user account, go to the users' module, then click the add <b>+ ADD</b> button, fill out the details, and set whether the user will be an administrator or judge. To create participants and criteria, go to the participants' module and criteria module, click the add <b>+ ADD</b> button then click save.</li></ul>	<ul style="list-style-type: none"><li>• To create an event, go to the list of events module, click the create new event button, enter all the necessary information, and then select the save <b>SAVE</b> button to start the event creation process. Even after you create an event, it is inactive and needs to be activated.</li><li>• To activate an event, go to the list of events module, click the view  button, then click the activate <b>ACTIVATE THE EVENT</b> button. Now the event has been  On Going Event?  activated.</li><li>• If you wish to change your password, go to my account  <b>My Account</b> module.</li><li>• You can ask another administrator or organizer to reset your password if you've forgotten it.</li></ul>